

## **Code Of Conduct For Students Entitled To Transport**

Essex County Council wants the journey to school/social care establishment to be as safe as possible. Every student has a personal responsibility for their own safety during every journey. The role of the parent/guardian is important too and following these simple rules will assist with keeping individuals, other students, onboard staff and other road users as safe as possible.

### **How should you get to and from the pick up point/drop off point?**

- You are responsible for your safety and behaviour before you get on the vehicle, during the journey and after you leave the vehicle. You must therefore ensure that you are familiar with a safe procedure for getting to and from the relative pick up/drop off point and ask your parent/guardian for advice should you have any concerns.
- It is yours and your parents/guardians responsibility to make sure that you are at the pick up point in time for the arrival of the bus. It is recommended that you aim to be at the stop 5 minutes before the scheduled departure time of vehicle shown on the timetable.
- You should wait for the vehicle sensibly without inconveniencing local residents and businesses.

### **What should you do when the vehicle arrives?**

- If you are a secondary school/college student traveling in a bus or coach you must make sure that you have your bus pass before you leave home. When the vehicle arrives you should have the bus
- pass ready and show it to the driver as you board the vehicle. Remember, the driver is not allowed to let you travel without a bus pass so always carry it with you.
- You should board the vehicle and find a seat. Where seat belts are provided they must be worn.
- Put your bags under your seat as they will be safer there and don't obstruct the walkway.
- There may be occasions when transport is late and this may be beyond the control of the driver. In the event of the transport running late you should wait at the pick up point for 30 minutes before you make alternative transport arrangements for getting into school. Please make sure that you ask your parents/guardians what you should do if you are unable to board the vehicle.
- In the event of an emergency, such as a breakdown, the driver should judge whether it is better that you stay on board or leave the vehicle you should follow the instructions given by the driver.

### **What should you do if you have been sent a bus pass but you have lost it/it is damaged/You don't need it anymore?**

- You are responsible for ensuring that you have a valid pass if you travel on a bus / coach / train. Essex County Council has a "No Ticket No Ride" policy and drivers have an obligation to refuse transport to any student who is not in possession of a valid pass for the transport they have been allocated to.
- If a pass is lost or damaged it will need to be replaced. You need to contact the administrative office at your school and on payment of an administration fee, you will be issued with a temporary pass and the school will order a permanent replacement pass via Essex County Council. Alternatively an application together with the administration fee can be sent direct to Passenger Transport Coordination Centre

(PTCC), County Hall, Chelmsford CM1 1QH. Cheques should be made payable to Essex County Council. The charge covers administration costs.

### **What are you allowed to do when you travel in the vehicle?**

- We want you to enjoy your journey to school. However please make sure that your actions do not distract the driver as this could put you at risk as well as the driver, your friends and other road users.
- Your parents/guardians will be informed if you; harass or bully others, fight, are a nuisance, are offensive, cause vandalism or throw objects. If you cause damage to the vehicle or other property the cost of repairing the damage will be charged to your parents/guardians.
- Remember that you will lose your right to use the school transport if you misbehave and your parents may have to pay for other transport.
- If you have concerns regarding the behaviour of other students, report it.
- Please do not smoke, eat or drink in the vehicle. If you do have titter please put it in a bin.
- Never try to operate doors on buses/coaches unless it is an emergency.
- Do not get up from your seat until the vehicle has stopped moving and remember to take your personal belongings with you.

### **Parents/Guardians**

- Please remember that you are responsible for the safety and behaviour of your children therefore you must ensure they know how to get to and from the bus safely.
- The name and contact telephone number of the company that transports your child is shown on a letter sent to you from this office. If a vehicle is late please contact the operator as they may be able to advise you of an estimated time of arrival.
- We do appreciate that you may not be at home if your child is unable to board the vehicle however you should advise your child of who they should contact in the event of an emergency.
- If the vehicle breaks down students will be advised what action will be taken by the driver.
- Students must remain seated unless told to leave the vehicle by the driver. If any student leaves the vehicle against the driver's advice, they do so at their own risk.
- Not all vehicles have seatbelts fitted. Therefore, for the health and safety of all passengers, please impress upon your child the importance of remaining seated throughout the journey.
- If your child's address changes, you should inform Essex County Council as soon as possible to avoid unnecessary delay to the provision of new transport arrangements. The driver and/or escort are not permitted to change pick up points or route unless instructed to do so by Essex County Council. Any bus pass that is no longer required must be returned to the Passenger Transport Coordination Centre at Essex County Council for cancellation.

For further information please contact the Passenger Transport Co-ordination Centre, Essex County Council, County Hall, Chelmsford, Essex. CM1 1QH. Telephone: 01245 492211  
Fax: 01245 496764 Email: [tcc@essexcc.gov.uk](mailto:tcc@essexcc.gov.uk)

Please contact this office should you require this leaflet in another format or language.